

**DEPARTMENT OF THE ARMY**  
**Vacancy Announcement Number: AIU400609**

**Changes to the Job Announcement:** N/A

**Opening Date:** February 04, 2004

**Closing Date:** February 17, 2004

**Position:** Management Analyst, GS-0343-9/ FPL 9  
**Salary:** \$39,690 - \$51,599 Annual  
**Place of Work:** Tobyhanna Army Depot, Dir/Resource Management, Manpower & Management Analysis Division, Tobyhanna, PA 18466  
**Position Status:** This is a Permanent position. -- Full Time  
**Number of Vacancy:** 01

Link to job announcement at [www.cpol.army.mil](http://www.cpol.army.mil) for more information.

**Duties:** Applies analytical and evaluative techniques to identify, consider, and resolve issues or problems of a procedural or factual nature, deals with readily observable conditions (office or shop layout, workflow or working conditions); with written guidelines covering work methods and procedures such as performance and production standards; and information such as number and type of units produced, capability of equipment, etc. Assignments involve using qualitative and quantitative analytical techniques such as literature search, work measurement, task analysis and job structuring, productivity charting, etc; determining staff to workload ratios; organization design; flowcharting of work processes; graphing; and application of statistical measures. Conducts methods analyses, productivity studies, efficiency reviews, economic analyses, post-investment analyses, and management studies.

**Who May Apply:**

☐ THIS IS A DELEGATED EXAMINING ANNOUNCEMENT, OPEN TO ALL US CITIZENS. APPLICATIONS MAY BE FAXED TO 410-306-1284 OR MAILED TO NECPOC, 314 JOHNSON ST., APG, MD 21005, ATTN: DEU. RESUMES MUST INCLUDE THE ANNOUNCEMENT NUMBER OR THEY WILL NOT BE CONSIDERED. DO NOT INCLUDE E-MAIL ATTACHMENTS.

☐ Interagency Career Transition Assistance Plan (ICTAP) eligibles.

**Qualifications:** Click on link below to view qualification standard.

**General Schedule**

☐ CUTOFF FOR THIS POSITION IS RECEIPT OF THE FIRST 30 APPLICATIONS OR CLOSING DATE, WHICHEVER OCCURS FIRST. FOREIGN EDUCATION MUST BE EVALUATED FOR U.S.

EQUIVALENCY IN ORDER TO BE RATED ELIGIBLE FOR THIS POSITION. PLEASE INCLUDE THIS INFORMATION IN YOUR RESUME OR BY FURNISHING A COPY OF YOUR CERTIFICATE IN YOUR APPLICATION PACKAGE. SPECIALIZED EXPERIENCE: Applicant must possess one year of specialized experience equivalent to the GS 7 grade level in the Federal Service that demonstrates the ability to conduct work measurement studies using qualitative and quantitative analytical techniques to resolve procedural problems affecting the productivity, effectiveness, or efficiency of the organization or workers studied. KNOWLEDGE, SKILLS AND ABILITIES: #1. Ability to structure unusual or difficult problems and perform quantitative analysis utilizing an array of

mathematical techniques. #2. Ability to exercise ingenuity and inventiveness in devising solutions to problems. #3. Knowledge of operating systems, functions, procedures and management principles. #4. Ability to work effectively with others. #5. Ability to analyze and evaluate. #6. Ability to communicate in writing.

- ☐ GS-09: One year of experience directly related to the occupation equivalent to at least the next lower grade level; or Master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree or LL.B. or J.D., if related; or equivalent combinations of experience and education.
- ☐ The experience described in your resume will be evaluated as related to the qualifications, knowledge, skills and abilities required for this job.
- ☐ Education can be substituted for experience. Review the qualification requirements for specific information.
- ☐ One year of experience in the same or similar work equivalent to at least the next lower grade or level requiring application of the knowledge, skills, and abilities of the position being filled.

#### Other Information:

- ☐ Permanent Change of Station (PCS) expenses are not authorized.

#### Other Requirements:

- ☐ Personnel security investigation required.
- ☐ You will be required to provide proof of U.S. Citizenship.
- ☐ Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration.
- ☐ Direct Deposit of Pay is Required.
- ☐ You must include the announcement number on your application.
- ☐ You may claim Military Spouse Preference.
- ☐ Applicants claiming Veterans' Preference must submit required paperwork at the time of application.
- ☐ Applicants must provide a narrative that addresses each of the knowledge, skills and abilities(KSAs) on plain bond paper and submit it along with the other application materials. Information may include experience, education, training and awards as it relates to each KSA. Since you will be rated based on your possession of the KSAs listed in this announcement and a ranking determination made which affects your chance for employment, it would benefit you to provide your responses to the KSAs.
- ☐ Failure to provide all of the required information as stated in the vacancy announcement may result in an ineligible rating or may affect the overall rating.
- ☐ One year trial/probationary period is required.

#### How to Apply:

- ☐ Resumes must be received by the closing date of this announcement.

You may send your resume via surface mail to: NECPOC, DEU, 314 JOHNSON ST, APG, MD 21005

You may fax your resume to: 410-306-1284/0106

Point of Contact: DEU, NECPOC, 410-306-0031.

THE ARMY IS AN EQUAL OPPORTUNITY EMPLOYER

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